

COMMANDER IN CHIEF'S ANNUAL AWARD FOR INSTALLATION EXCELLENCE

Ref: OPNAVINST 1650. 23C and NAVADMIN 404/02

This Presidential awards program was established to recognize outstanding efforts by personnel of each Service in operation and maintenance of U.S. military installations worldwide. The awards recognize one installation from each Service whose command has made best use of available resources to accomplish its assigned mission, and focuses on imaginative and innovative management actions that have increased the productivity of its work force and have enhanced the quality of assigned personnel.

The Secretary of Defense has overall responsibility for this program. Each Service establishes specific procedures to select its winner.

All Navy shore installations are eligible for this award. Each Major Claimant may nominate one of its shore installations annually. Endorsement by the Major Claimant is required.

The award recognizes accomplishments of the preceding fiscal year (i.e., packages submitted in January 1995 for Fiscal Year 1994).

Nomination packages should address achievements in each of the following categories. (Due to the limited length of the nomination package, avoid redundancy. If necessary, an item detailed in one category may be referenced in another.)

(1) Total quality enhancements. Describe specific process improvements and requirements reductions achieved through the use of Total Quality Leadership (TQL) techniques, reengineering, entrepreneurial activities, risk management analyses, etc., implemented by the command, and the cost savings and/or benefits realized.

(2) Awards competitions. For each of the following (as applicable), list present command standing (i.e., winner, type commander finalist, nominee, etc.) and describe specific achievements/improvements cited as justification for subject award. Receipt of an award provides ample evidence of initiatives in the program area. In such cases, discussion should be limited to a statement of the command's standing and a brief description (approximately 25 words or less) of program highlights.

- (a) SECNAV Energy Conservation Award;
- (b) SECNAV Environmental Award;
- (c) SECNAV Natural Resources Conservation Award;
- (d) SECNAV Pollution Prevention Award;
- (e) SECNAV Morale, Welfare, and Recreation Resource, Recovery, & Recycling Award;
- (f) SECNAV and CNO Safety Awards;
- (g) Admiral Elmo R. Zumwalt Award for excellence in UPH management;
- (h) Bronze Hammer Award for outstanding self help program;
- (i) Golden/Silver Anchor Award for retention excellence;

- (j) Captain Edward F. Ney Award for food service excellence.
- (k) Other significant government or community awards.

(3) Occupational safety and health programs. Include results (numerical score and adjective grade) from most recent Navy Inspector General NAVOSH Oversight Inspection. Describe program highlights, initiatives, and improvements implemented.

(4) Equal employment opportunity. Describe measures implemented to enhance minority employment opportunities, and eliminate discrimination and harassment.

(5) Community relations and participation. Describe actions taken to enhance interaction and cooperation with the local community, and to foster a positive image of the Navy (Adopt-a-School programs, attendance at civic meetings, station open houses, etc.) .

One winner will be selected from among all nominations submitted by the major claimants. The winner will receive a cash award of \$200,000, a trophy for permanent retention by the installation, and an Excellent Installation Flag authorized to be flown by the installation for a period of one year, commencing with the date of the award ceremony. A rotating trophy with the names of all previous awardees will be presented to the winning installation's major claimant for display until its return to CNO for the succeeding year's presentation.

Interested Navy shore installations should submit nomination packages via their operational chain of command. Each major claimant may then submit one nominee to CNO for consideration. (The incumbent award winner is automatically eligible for consideration; therefore, its major claimant may also submit a second installation for consideration.) Major claimant endorsements must include comments specifically addressing the nominated installation's performance in:

- (1) Accomplishment of assigned mission, and
- (2) Installation appearance and smartness.

Forward endorsed nomination packages to:
Chief of Naval Operations
Ashore Readiness Division (N46)
2000 Navy Pentagon
Washington, D.C. 20350-2000

Soon thereafter, commands selected as finalists will be visited by representatives of the selection committee. The winner will be announced in March and honored in a Pentagon ceremony usually scheduled in May.

Nominations should contain information of sufficient detail to permit evaluation of achievements and will be formatted as follows:

- (1) Page 1: Name and location of installation; name of nearest civilian community; names of principal local newspaper, radio and TV stations; names of interested members of Congress;

functional description of the installation (less than 250 words).

(2) Pages 2-5: Selection justification of four pages maximum, including charts and graphs, addressing achievements as to how the installation performed its assigned mission and provided support to the Fleet within the framework of the Shore Installation Management (SIM) core business model. The focus should be on imaginative and innovative actions that promoted support to the Fleet through enhancements in readiness, quality of service, and business processes. The narrative should describe key initiatives, achievements, and improvements contributing to overall installation management and sustained base operations excellence. Suggested topics include, but are not limited to:

Business Process Improvements and/or Workforce Productivity Enhancements
Improvements to Work Environment or Physical Plant
Quality of Life Initiatives
Customer Service
Team-Building, Communication, and Unit Cohesiveness Initiatives
Community Relations and Participation
Occupational Safety and Health Programs
Environmental Stewardship

Awards received should be included in the narrative. Provide the date the installation received the award and the year(s) to which the award applies. Include copies of the awards as enclosures.

(3) Six to eight photographs of the installation in 8x10 inch glossy color print format, each accompanied by a brief narrative caption (approximately 25 words, not more than 150 words total).